

Application Information															
Application Type(s) [Check all that apply]						Applicant Information	Property Owner	Applicant (If, Different than property owner)	Attorney	Surveyor	Engineer	Architect	Landscape Architect	Soil Scientist	Conservation Easement Holder
Minor Site Plan	Major Site Plan	Boundary Line Adjustment	Minor Subdivision	Major Subdivision	Special Use Permit	Name									
						Mailing Address									
Property Information						Email									
Map / Lot(s)	Zoning District(s)	Overlay District(s)	Size of Parcel(s) (ac)	Property Deed(s) (Book / Page)	Existing Use of Property	Telephone									
						Professional NH License Number									
Description of Existing Conditions						Verification and Signature									
Description of Proposed Development						1. The applicant and/or owner and/or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional reasonable costs for engineering or professional services incurred by the Planning Board or the Town of Newmarket in the final subdivision process of this property shall be borne by the following party: Applicant:_____ Owner:_____ Agent:_____									
						2. The owner/agent hereby authorizes the Newmarket Planning Board and its agents to access the subject land for the purpose of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Newmarket ordinances and regulations.									
						3. The undersigned owner/agent hereby submits to the Newmarket Planning Board a Completed Application Package and respectfully requests its approval of said plat. In considerations for approval and the privileges occurring thereto, the owner hereby agrees, as applicable: <ul style="list-style-type: none">To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.To provide and install standard street signs as approved by the Town for all street intersections.To give the Town on demand, proper deeds for land or rights of ways reserved on the plat for streets, drainage or other purposes as agreed upon.To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan or a plat or new application is submitted and approved by the Board.To construct improvements or post the Planning Board’s Performance Guarantee to insure completion of the improvements shown on the plat and related drawings.There are no known violations of the Town of Newmarket Zoning Ordinance or Newmarket Planning Board Regulations present on the property that have not been disclosed as part of this application.To insure proper boundary monumentation at the project’s completion in accordance with the Town of Newmarket Subdivision Regulations.									
Description of State Permits Required						4. Authorization to Act as Agent: Mr./Ms._____ of _____ is hereby designated as the person whom is authorized to act as my agent in securing any and all permits necessary from the Newmarket Planning Board for the development of my property, all communications to the owner may be addressed to the agent or applicant on the agent’s behalf. Signature:_____ Dated:_____ Witness:_____ Owner Address:_____ By Owner/President or Treasurer if a Corporation:_____									
Site Plan/Subdivision Information															
1. Area of Parcel(s) to be Developed (sf)															
2. Existing Number of Lots															
3. Proposed Number of Lots															
4. If Multi-Family or Mixed-Use Residential		Number of Units				Number Buildings Proposed									
5. If Lodging															
6.Proposed Commercial Space		Number of Units				Total Square Footage									
7.Number of Parking Spaces		Existing				Proposed									
8.Highway Access		Town / Private Street				State Highway									
9.Number of Employees		Total				In Maximum Shift									
10.Building Footprint (sf)															
11.Total Building Area (sf)															
12.Total Impervious Surface (sf)															
13.Building Setbacks		Front Yard				Rear Yard				Side Yard					
14.Town Water		Yes				No				Distance of town water from property?					
15.Town Sewer		Yes				No				Distance of town sewer from					
Special Use Permit Information (If Applicable)															
1 Special Use Permit Narrative															
Waiver Information (Reference regulation section and provide narrative, pursuant to §5.01 of Appendix A- Subdivisions or Appendix B Site Plans respectively)						Planning Board Staff Contact									
Impact Fees		Bart McDonough, Director of Planning and Community Development													
Site Plan / Subdivision Regulations		Phone		603.659.8501 Ex. 1315		Email		bmcdonough@newmarketnh.gov		Mailing Address		186 Main Street, Newmarket, NH 03857			

COMPREHENSIVE PLANNING BOARD APPLICATION

Application Check List					Information Provided							Information Provided							Information Provided	
					Yes	No						Yes	No						Yes	No
Appendix A. Subdivision Review		Review Type	Item	Waiver Request	Staff Use Only		Appendix B. Site Plan Review		Review Type	Item	Waiver Request	Staff Use Only		Appendix C. Stormwater Management		Review Type	Waiver Request	Staff Use Only		
§2.07		Major / Minor Subdivision	Application Form				§2.03 (a)(1)		Minor Site Plan	Application Form				Section D - Submission Requirements for Stormwater Management and Erosion Control Plan		Development / Redevelopment between 5,000 – 20,000 sf or 2,500 sf within 100 ft. of surface water body				
§2.10 & §2.11			Abutters /Notice				§2.03 (a)(2) & RSA 676: 4(l)(b)-(d)			Abutters				Section E - Construction Erosion Control Design Standards						
§2.06			Fees				§2.03 (a)(3)			Fees				Section F - Options to Allow for Off-Site Mitigation (Part A Only)						
§4.03 (A)-(D)			Plans Sets				§2.03 (a)(4); §4.04 ; §4.10 (A)(1); §4.10 (A)(2)			Boundary Plans				Section G - Options to Allow for Off-Site Mitigation						
§4.04 Boundary Survey Plans							§2.03 (A)(5)(a)			Site Sketch				Section H – Stormwater BMP Inspection and Maintenance Plans						
§4.05 Engineering plans							§2.03 (A)(5)(b) Buildings							Section I - Pollutant Tracking and Accounting Program						
§4.06 (A)-(D) Approval Sheets							§2.03 (A)(5)(b) Relevant setbacks							Section J – Spill Prevention, Control, and Response						
§4.07 Multiple sheets							§2.03 (A)(5)(b) Parking spaces, driveways etc.							Section K – Municipal Storm Connections						
§4.08 Scale							§2.03 (A)(5)(b) Pedestrian & bike facilities							Section L Stormwater Management Plan Recordation						
§4.09 Area of Coverage							§2.03 (A)(5)(b) Drainage facilities							Section M Responsible and Enforcement of Inspections, Maintenance, and Reporting		Development / Redevelopment above 20,000 sf or the addition of 5,000 sf of new impervious surface				
§4.10 Site Information							§2.03 (A)(5)(b) Surface waters							Section D - Submission Requirements for Stormwater Management and Erosion Control Plan						
§4.10(A) Boundary Survey-Existing							§2.03 (A)(5)(b) Wells and septic systems							Section E - Construction Erosion Control Design Standards						
§4.10(B) Existing Conditions							§2.03 (A)(5)(b) Other relevant items							Section F - Construction Erosion Control Design Standards (Parts A, B & C)						
§4.10(C) Zoning Information							§2.03 (A)(5)(c) Clearly depicts changes proposed			Other Documentation				Section G - Options to Allow for Off-Site Mitigation						
§4.10(D) Setbacks							§2.03 (A)(6)(a) Letter to Officials							Section H – Stormwater BMP Inspection and Maintenance Plans						
§4.10(E) Elevations							§2.03 (A)(6)(b) Application for State Permits							Section I - Pollutant Tracking and Accounting Program						
§4.10(F) Proposed Conditions							§2.03 (A)(7) List of uses/intensities of use on the site							Section J – Spill Prevention, Control, and Response						
§4.10(F)(1) Boundary Survey-Proposed									Major Site Plan	Application Form				Section K – Municipal Storm Connections						
§4.10(F)(2) Contours										Abutters				Section L Stormwater Management Plan Recordation						
§4.10(F)(3) Buildings										Fees				Section M Responsible and Enforcement of Inspections, Maintenance, and Reporting						
§4.10(F)(4) Uses										Site Plans										
§4.10(F)(5) Transportation																				
§4.10(F)(6) Drainage Requirements																				
§4.10(F)(7) Utilities																				
§4.10(F)(8) Landscaping																				
§4.10(F)(9) Recreational Amenities																				
§4.10(F)(10) Tax Map Information																				
§4.10(F)(11) Test Pit Information																				
§4.10(G) Streetscape Sketch Up <small>(New Roads)</small>																				
§2.04 (A)(5)(a) Letters to Officials			Other Documentation				§4.07 Match Line Requirements													
§2.04 (A)(5)(b) Application for State Permits							§4.08 Scale Requirements													
					§4.09 Area of Coverage Requirements															
					§4.10 (A)(1)-(A)(3) Boundary Survey Requirements															
					§4.10(B)(1)-(B)(10) Existing Condition Requirements															
					§4.10(C)(1)-(C)(15) Proposed Requirements															
					§4.10(D) Architectural Elevation Requirements															
					§2.04 (A)(5)(a) Letter to Officials		Other Documentation													
					§2.04 (A)(5)(b) Application for State Permits															



1. List the map, parcel, name and mailing address of the property owner and all abutters as shown in Town records not more than 5 days prior to submittal, per RSA 676:4, I(b). This may be typed on a separate sheet. If using another sheet or multiple sheets, please indicate the date of preparation and sign your name on each sheet.
2. As applicable, list the name, mailing address, daytime phone number and fax number of: the Applicant's Authorized Agent; and any surveyor, engineer, architect or soil scientist whose stamp and signature appear in the application materials. Other required abutters are detailed in RSA 676:4(I)(b).
3. Please attach three adhesive mailing labels for each entry on the list. Label size must not exceed 1" tall by 2.75" long. Labels must be legibly filled out with names & mailing addresses of all parties on abutters list.
4. The determination of abutters is the responsibility of the applicant, this list will not be reviewed for compliance with statutory requirements.

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